



JOB DESCRIPTION

Position	Transparency & Compliance Assistants Re-Advertised.	Publication Date	08-09-2026
Reference of the offer	Full-Time	Closing Date	21-09-2026
Location	Aweil	Starting date	ASAP
Duration	6 Months	Extension	Subject to Funding
Vacancies	1	Type of contract	Fixed Term
Acted Base	Aweil, Northen Bahr El Ghazal State Office	Status	Non-Relocatable

About Acted

Since 1993, as an international non-governmental organization, Acted has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. Acted endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: Acted's mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 4,800 national staff, 450 international staff, Acted is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. www.acted.org

In South Sudan, Acted intervenes since 2007 in the following areas: Greater Bahr El Ghazal, Greater Upper Nile and Greater Bahr El Ghazal regions on following issues: Food security & Livelihoods, WASH, CCCM, Shelter/NFI, Infrastructure, DRR and Climate Change.

Context of the position and key challenges

The Transparency & Compliance Assistant will be a key member of Acted's field team in Aweil, supporting the Acted's internal control and compliance framework across Western Upper Nile operations. The position is responsible for ensuring adherence to Acted's procedures, donor regulations, and national requirements, while strengthening accountability and transparency in programme and operational activities.

Operating in Renk requires strong compliance discipline due to the complexity of humanitarian operations, high transaction volumes, multiple donor requirements, and the logistical challenges of working in a remote and sensitive environment. The Transparency & Compliance Assistant works closely with the Finance, HR/Admin, Logistics, and Programme teams to monitor processes, review documentation, and support corrective actions that safeguard Acted's integrity and donor trust.

The role is critical in ensuring that programme implementation is backed by robust systems, accurate documentation, and timely reporting, thereby reducing risks and supporting uninterrupted humanitarian and development activities in Renk and surrounding areas.

Position Summary

With Coordination, from Capital Office, the field-based Transparency & Compliance Assistant will support Acted's compliance function in Renk by conducting compliance reviews, preparing for audits, and following up on recommendations. The role will contribute to strengthening internal controls, improving documentation quality, and ensuring that donor and organisational requirements are consistently met.

By supporting continuous improvement of systems and processes, the Transparency & Compliance Assistant will play a vital role in enhancing accountability, reducing operational risks, and reinforcing Acted's commitment to transparency in its field operations.



Key roles and responsibilities

A. Monthly compliance review & Documentation

- Conduct regular reviews of project documentation to ensure accuracy, consistency, and compliance with ACTED procedures.
- Complete FLA-02 reviews on a monthly basis, identify non-compliance issues, and suggest corrective actions.
- Review invoices, quotations, and supporting documentation (FLA-05), as well as personnel files (FLA-06).
- Identify gaps in documentation and follow up with relevant departments to ensure timely resolution.
- Contribute to sharing lessons learned, good practices, and improvements identified through compliance reviews.

B. Audit Support (Internal & External)

- Support the preparation of external audits through review of supporting documents, and identification of potential risks.
- Assist in ensuring audit readiness by verifying completeness and accuracy of documentation.
- Participate in audit process, including supporting audit meetings and responding to queries.
- Conduct spot-checks and compliance reviews as part of internal audit processes.
- Assist in drafting audit reports and action plans where required.
- Support tracking and follow-up of audit recommendations (AUD-02 & AUD-05), in coordination with relevant departments.

C. Compliance Monitoring, Reporting & Risk

- Monitoring implementation of compliance action plans and follow up on pending actions.
- Identify compliance risks and raise them to the Transparency & Compliance Manager.
- Contribute to the preparation of the Monthly Compliance Report (MCR)
- Support in updating compliance tracking tools and annexes i.e. AUD-02, AUD-06, AUD-07, FLA-02, FLA-03, FLA-05, FLA-06.
- Ensure timely and accurate reporting of compliance activities and findings

D. Coordination, Capacity Building & Support

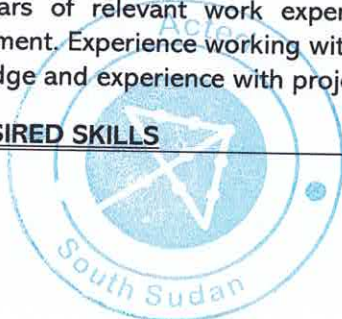
- Liaise with program and support teams to ensure alignment with compliance standards.
- Provide guidance to teams and partners on documentation and compliance expectations.
- Participate in partner due diligence processes and follow-up of mitigation plans.
- Carry out any other tasks assigned by the Country Transparency & Compliance Manager relevant to the role.

Required qualifications and technical expertise

TECHNICAL SKILLS

- A degree in Commerce (Accounting), Business Administration, Finance, or related field.
- A recognized professional qualification in Audits or Accounting is an added advantage.
- 1–3 years of relevant work experience in compliance, audit or finance within a fast-paced work environment. Experience working with an INGO is highly desirable.
- Knowledge and experience with project/ donor compliance requirements, specifically documentation.

OTHER DESIRED SKILLS



- High level of integrity, professionalism, and attention to detail.
- Strong analytical skills with the ability to identify issues and propose practical solutions.
- Good communication and reporting skills, with fluency in English (written and spoken).
- Ability to work both independently and as part of a team in a fast-paced environment.
- Strong organizational and coordination skills, with the ability to manage multiple tasks and deadlines.
- Flexibility, adaptability, and a proactive approach to work.
- Ability to maintain confidentiality and demonstrate a strong sense of accountability and fairness.
- Proficiency in Microsoft Office (particularly Excel and Word).

Key performance Indicators

- % Compliance with Acted FLAT Procedures (Field Level) Measure adherence to established financial, logistics, and administrative transaction (FLAT) procedures during field operations. Target: ≥95% compliance.
- Number of Audit Findings Related to the (Field). To Monitor audit observations specifically tied to field related transactions and general operations. Target: Zero major findings per audit cycle.
- Incident Reporting Rate: % of compliance incidents reported within the month.
- Training & Awareness Coverage: % of field staff trained on compliance procedures.
- Follow-up Resolution Rate: % of corrective actions closed within agreed timelines.
- Assistant Utilization Rate: Number of queries, reports, or checks performed through the assistant per month (shows adoption in the field)

Conditions

B. PSEAH requirement blurbs

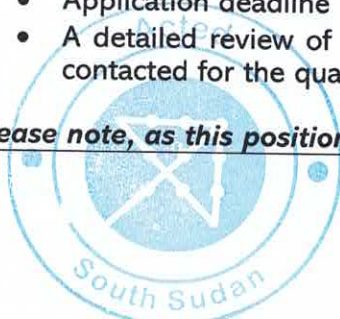
- Acted has a zero-tolerance approach to sexual exploitation, abuse and harassment (SEAH) and strives to recruit those who share our values.
- All potential candidates will be subject to a pre-employment check that includes satisfactory references, screening, and criminal checks in line with legal requirements.
- All candidates who have been offered a position will sign and respect Acted's Code of Conduct and related policies as part of their work contract. All staff are expected to abide by the standards of behaviour outlined in those documents.
- Managers will have a special responsibility to foster a safe environment.
- Misconduct can lead to serious disciplinary sanctions.

**WHILE ACTED REMAINS RELIANTLY AN EQUAL OPPORTUNITY EMPLOYER,
ACTED EQUALLY ENCOURAGES WOMEN TO APPLY.**

How to apply

- Applications must be submitted in English attached with a cover letter, CV with 3 professional referees, copies of certificates and recommendations and three referees.
- Please send your application
 - In person: **Hand-deliver** to Acted Office in Aweil
 - By e-mail: Please, in the subject line, write "Transparency & Compliance Assistant-Aweil" and send to ssd.recruitment@acted.org
- Application deadline is Friday 21st Sept 2026 by 4:30PM
- A detailed review of all applications will be conducted. Those who meet the criteria shall be contacted for the qualification assessments to determine final selection.

Please note, as this position is urgent, shortlist and interview may be conducted on rolling basis.



Approved by Labor office
NBAs/Aweil
2026

